

65-703

Personnel 17  
25 JAN 1968

MEMORANDUM FOR: Director of Personnel

SUBJECT : Involuntary Separation Allowance

1. I am anxious to make certain that we are making progress to get an Involuntary Separation Allowance (ISA) program that will meet the needs of the Agency.
2. In this regard, please advise me by 3 February:
  - a. What our present ISA policy is. Which categories of employees in the Agency are covered.
  - b. What plans are under way to (1) increase the amount of separation allowances, (2) expand the coverage of those categories of personnel who can receive such allowances.
3. If nothing is now being done (in addition to the pertinent provisions in Early Retirement legislation) I would appreciate receiving your recommendations about improving our Involuntary Separation Allowance procedures. I believe it should cover all Agency personnel and be roughly similar to the practice the military services follow, i. e., 1 month's pay for each year's service, with a twelve-month limit.
4. Please coordinate with the General Counsel to ascertain what, if any, additional legislation we need to initiate an improved ISA program.

(signed) Lyman B. Kirkpatrick

Lyman B. Kirkpatrick  
Executive Director

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cc: DD/S

General Counsel (direct)

RBF note on Routing Slip to D/Pers: "Pls reply via DD/S by 7 Feb"

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JAN 28 1968  
DIRECTOR OF PERSONNEL